

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	
November 13, 2015	Vacancy Announcement – Newsletter Editor and CLO Assistant	

OPEN TO: All Interested Candidates

POSITION: Newsletter Editor and CLO Assistant

OPENING DATE: November 13, 2015

CLOSING DATE: November 27, 2015

WORK HOURS: Part-time; 24 hours/week

SALARY: Ordinarily Resident (OR): SEK.189,909p.a. (Starting salary)
(Position Grade: FSN-6)

LENGTH OF HIRE: Temporary position for up to one year

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Stockholm is seeking an individual for the position of Newsletter Editor and CLO Assistant in the Community Liaison Office.

BASIC FUNCTION OF POSITION

The Newsletter Editor/CLO Assistant works in the Management Section of the U.S. Embassy. S/he is responsible for the U.S. Embassy newsletter and assists the CLO Coordinators in the day-to-day operations of the office. The CLO assistant reports directly to the CLO Coordinators.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

Completion of Secondary School is required.

Prior Work Experience:

2 years of Administrative/Government experience.

Language Proficiency:

Level 4 (fluent) Speaking/Reading/Writing English is required.

Job Knowledge:

Knowledge of newsletter and publication processing. Knowledge of Embassy structure and what local organizations are relevant to the post community. Knowledge of Swedish traditions and holidays.

Skills and Abilities:

Must be able to communicate clearly with Embassy personnel and family members, as well as with local organizations such as American Club of Sweden, the Diplomatic spouse association etc.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SUBMIT APPLICATION TO

Human Resources Office
E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 55 44

CLOSING DATE FOR THIS POSITION: November 27, 2015

The U.S. Mission in Stockholm provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.